

BREWSTER BAPTIST CHURCH

1848 Main Street
Brewster, MA 02631

CONSTITUTION AND BYLAWS

Revised 2022



The Adventure of a Lifetime Begins Here

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CONSTITUTION

ARTICLE I: FOUNDING AND INCORPORATION

The Brewster Baptist Church was founded in 1824 and was duly incorporated as a nonprofit corporation under the laws of the Commonwealth of Massachusetts on July 16, 1923, under the corporate name of The Brewster Baptist Church, Inc. Historically and currently known by the name of Brewster Baptist Church, it is referred to in this Constitution and its Bylaws as "BBC."

ARTICLE II: PURPOSE

VISION

Our vision is to be a community of **loving** disciples, **growing** in spiritual maturity, following Jesus by actively **sharing** in God's mission to transform the world.

MISSION

We seek to be an instrument of the Holy Spirit by **sharing** God's love and grace, **guiding** people to God, and **developing** fully devoted followers of Jesus.

ARTICLE III: COVENANT AND STATEMENT OF FAITH

Having been led by the Spirit of God to receive Jesus Christ as our Savior and Lord, and having professed our faith, and having been baptized in the name of the Father, and of the Son, and of the Holy Spirit, we joyfully affirm our desire to enter into covenant with one another as one body in Christ.

WE BELIEVE:

1. The Lord is gracious and merciful, slow to anger and abounding in steadfast love. *(Psalm 145:8; Exodus 34:6; Numbers 14:18)*
2. God so loved the world that He gave His only Son, so that everyone who believes in Him may not perish but may have eternal life. *(John 3:16)*
3. Jesus came to give us abundant, joyful, and eternal life. *(John 10:10-17, 15:11, 5:24)*
4. Jesus laid down His life for us that we might have the forgiveness of our sins, and God raised Him from the dead. *(Romans 5:1-8; Acts 2:38-39; Acts 10:34-43)*
5. We are saved by grace and nothing in all creation will be able to separate us from the love of God in Christ Jesus our Lord. *(Romans 8:39; Ephesians 2:4-10)*
6. The Holy Spirit imparts Christ's life, unites disciples to God, interprets Jesus' teaching, imparts His peace, and gives gifts to be used in service. *(John 14:16,17, 26, 27; 1 Corinthians 12:4-11)*

7. The Church is the body of Christ with Jesus as the head, and God's Spirit dwells in us. *(1 Corinthians 12:27; Colossians 1:18; 1 Corinthians 3:16)*
8. In loving the Lord our God with all our heart, soul, strength and mind, and our neighbor as ourselves. *(Mark 12:30-31)*
9. In making disciples of all nations, baptizing them in the name of the Father, Son, and Holy Spirit, and teaching them to obey everything Jesus commanded. *(Matthew 28:18-20)*
10. All scripture is inspired by God and is useful for teaching, for reproof, for correction, and for training in righteousness, so that everyone who belongs to God may be proficient, equipped for every good work. *(2 Timothy 3:16-17)*
11. In engaging in spiritual disciplines and habits in obedience to Jesus' example and teaching so we may all grow into maturity in Christ. *(Ephesians 4:13-16; Colossians 1:28)*
12. We are called to be witnesses of God's love and grace in Jesus, locally, nationally, and globally, through ministries of compassion and justice. *(Acts 1:8; Matthew 25:31-46)*
13. Faith, hope, and love abide, but the greatest of these is love. *(1 Corinthians 13:13)*

ARTICLE IV: POLICY AND AFFILIATIONS

- A. Recognizing Jesus Christ as the only head of His Church, the Covenant Members of BBC shall seek to discover and obey the will of the Lord in all matters of faith and practice. Authority to make decisions for governing the affairs of BBC, being given by Christ, shall be vested in its Covenant Membership as provided in the Constitution and Bylaws.
- B. In carrying out the wider ministry for which Christ has made His Church responsible, BBC shall adhere to and be a member of the Old Colony Association (ASSOCIATION), The American Baptist Churches of Massachusetts (TABCOM), and the American Baptist Churches, U.S.A. (ABC). No action to amend this Constitution so as to affect the standing of BBC with respect to the ASSOCIATION, TABCOM or ABC shall take place until a consultation has been held between the Leadership Council of BBC and the leadership of these organizations. BBC shall not resign or withdraw from any of these bodies except by a duly adopted amendment to the Constitution of BBC.
- C. Further, BBC shall also cooperate and maintain fellowship with organizations of like faith.
- D. The Lead Pastor shall be an ordained pastor in good standing with the American Baptist Churches USA or have ordination recognized by the American Baptist Churches USA.

ARTICLE V: COVENANT MEMBERSHIP

The following are qualifications for Covenant Membership in BBC:

- A. A personal profession of faith in Jesus Christ as risen Lord and Savior; and
- B. Baptism by immersion or evidence of another form of Christian baptism acceptable to the Pastoral Staff, or a letter of transfer from a church of like faith confirming baptism; and
- C. Agreement with Article III: Covenant and Statement of Faith; and
- D. Pledging, to the best of the member's ability (including, but not limited to, time residing on Cape Cod, mobility, health, transportation, financial situation), to:
 - 1. Regularly attend the worship services of BBC either in person or virtually;
 - 2. Join in the celebration of the Lord's Supper;
 - 3. Seek to grow in the knowledge of and obedience to Jesus Christ;
 - 4. Share in the life and work of BBC;
 - 5. Give regularly to financially support the ministry of BBC;
 - 6. Seek diligently the spiritual well-being of the covenant membership, the congregation, and the community;
 - 7. Give of time and talent by using spiritual gifts in an area of service or ministry.

ARTICLE VI: AMENDMENTS TO THIS CONSTITUTION

A. PROCESS

One or more Covenant Members of BBC may propose an amendment to the Constitution by using one of the following:

1. PRIMARY

Proposing it to the Leadership Council that holds the usual powers of the Board of Directors of the Corporation as defined in the Bylaws. If approved, with or without modification, by a majority vote of the Leadership Council, the Leadership Council shall present the amendment as approved for approval at the next duly constituted meeting of BBC for the purpose of amending the Constitution (see B. below), providing notice shall have been given to the Covenant Membership of BBC as required in this Article.

2. SECONDARY

If, after consideration by the Leadership Council, a proposed amendment is not approved, with or without modification and, therefore, is not brought before the

Covenant Membership for consideration, at least five percent (5%) of Covenant Members may submit such proposed amendment in writing to the Moderator for inclusion on the agenda of the next duly constituted meeting of BBC for the purpose of amending the Constitution (see B. below), providing notice shall have been given to the Covenant Membership of BBC as required in this Article.

B. MEETING FOR THE PURPOSE OF AMENDING THE CONSTITUTION

If the Moderator receives a proposed amendment to this Constitution pursuant to Article VI (A)(1) or (2), the Moderator shall call a meeting for the purpose of amending the Constitution following the conclusion of the notice provisions of this Article. Such meeting may be part of any other called meeting of the Covenant Membership, including the BBC annual meeting, provided all the requirements of this Article are met. The proceedings of such a meeting shall be conducted in accordance with the most recent version of Robert's Rules of Order.

C. NOTICE FOR MEETINGS FOR THE PURPOSE OF AMENDING THE CONSTITUTION AND/OR BYLAWS

The Moderator shall give notice of a meeting for the purpose of amending the Constitution to the Covenant Membership of BBC by:

- Announcement in all worship services and all worship service publicity every weekend for four (4) weeks preceding the date of the Meeting; and
- Posting on the BBC bulletin boards, website, Facebook page, and any other BBC electronic bulletin board or BBC-employed social media platform for four (4) weeks preceding the date of the meeting; and
- All notices shall include instructions to request a copy of the proposed amendment.

D. VOTING REQUIREMENTS

1. The Constitution of BBC may be amended in whole or in part at a duly called meeting for the purpose of amending the Constitution pursuant to this Article.
2. A quorum for such a meeting shall be ten percent (10%) of the Covenant Membership except for the provisions in 3. below.
3. A quorum for a meeting to amend Article IV, Article V, Article VI, Article VII and/or Article VIII of the Constitution shall be twenty percent (20%) of the Covenant Membership and must receive an affirmative vote of at least ninety percent (90%) of the total Covenant Members in attendance and voting.
4. All other Amendments to the Constitution must receive an affirmative vote of at least seventy-five percent (75%) of the total Covenant Members in attendance and voting.

ARTICLE VII: DISSOLUTION

BBC and its assets are devoted to Christian purposes. Therefore, if ninety percent (90%) of its Covenant Members legally choose to dissolve the corporation at a duly called Covenant Membership meeting with a quorum of twenty percent (20%) of the Covenant Membership, the corporation assets shall be disposed of in the following manner:

- A. All tangible assets, with the exception of those mementos that because of their historical significance may be donated to an organization for historical preservation and with the exception of real property, shall be sold or donated by the officers of the corporation, acting on behalf of and under the direction of the Covenant Membership.
- B. The proceeds from action taken under section A above and any other BBC monies by a 90% affirmative vote of Covenant Members present and voting at such meeting shall be used to:
 1. Pay all outstanding external obligations of the corporation, including fees and expenses for the dissolution, and any legal requirements of any bequests.
 2. Pay all commitments within the mission budget.
 3. If the sale of tangible assets is not adequate to cover the obligations in (1) and (2) above, real property of the corporation shall be sold by the officers of the corporation, acting on behalf of and under the direction of the Covenant Membership.
 4. Donate any residual sum(s) and real property to any of the following or a combination thereof: (1) TABCOM or its successor; (2) ABC and/or its affiliate ministries; (3) a(n) ABC church(es) that is actively serving Jesus Christ and affirms a statement of faith similar to the Statement of Faith and Covenant of BBC. In the event that none of the three options above exists, then the assets can be distributed to a ministry organization(s) that conducts its work under a statement of faith similar to the Statement of Faith and Covenant of BBC as stated in Article III.

ARTICLE VIII: MERGER

- A. Upon a motion at a duly called Covenant Membership meeting with a quorum of twenty percent (20%) of the Covenant Membership, members may legally choose to merge the corporation into another church with approval of ninety percent (90%) of Covenant Members in attendance and voting.
- B. Upon a motion at a duly called Covenant Membership meeting with a quorum of ten percent (10%) of the Covenant Membership, members may legally choose to accept another church to merge into the corporation with approval of seventy-five percent (75%) of Covenant Members in attendance and voting.

BYLAWS

ARTICLE I: COVENANT MEMBERSHIP

A covenant (Hebrew: *berith*) is a formal agreement or treaty between two parties with each assuming some obligation.

Covenant Membership in BBC represents a significant commitment to following Jesus and taking part fully in the life, ministry, and fellowship of the church. Jesus is the head of the Church, but the vitality and strength of his body depend upon the participation and involvement of the members.

Baptism is a public profession of one's faith and signifies an individual's personal decision and commitment to become a follower of Jesus and makes the individual a part of God's global Church. Baptism is a prerequisite to becoming a member of BBC. (See also Constitution, Article V, section B.)

A. ATTAINMENT

Covenant Membership in BBC may be attained by completing all of the following:

1. Participating in and completing the membership process conducted by a designee of the Lead Pastor.
2. Accepting Articles III and V of the Constitution.
3. Receiving the affirmative vote of the Leadership Council based on the recommendation of the Pastoral Staff.
4. Receiving the Right Hand of Fellowship, which officially welcomes the applicant into the fellowship of BBC, whereupon the applicant shall be welcomed into membership by the Pastoral Staff.

B. COVENANT MEMBERSHIP RESPONSIBILITY

Covenant Members will be given the opportunity to reaffirm their commitment on an annual basis.

The following **SIGNS** are indications one is fulfilling the responsibilities of Covenant Membership in BBC, as set forth in Article V of the Constitution, to the best of the member's ability:

1. Attending worship regularly, either in person or virtually. (*Psalm 100; Colossians 3:1-17*)
2. Continuing to grow toward full devotion to Jesus and His mission in all aspects of one's life. (*Philippians 2:1-11; Luke 2:52*)

3. Using one's spiritual gifts, time, and talents to participate in some form of ministry or service. *(1 Corinthians 12 and 14; Ephesians 4:7-16)*
4. Practicing and demonstrating the fruit of the Spirit in all circumstances, especially in times of difficulty or conflict. *(Galatians 5:22-26; Ephesians 4:25-32)*
5. Demonstrating a desire to cultivate loving relationships, a willingness to work for the peace and unity of BBC, and an attitude of grace and mercy as characteristics of members' interactions with each other and with the unchurched. *(1 Corinthians 13; John 13:34-35; Colossians 3:12-15; James 2:8,13; Romans 12:16-18)*
6. Giving generously, cheerfully, and regularly to financially support BBC and its ministry. *(2 Corinthians 9:6-13; Malachi 3:8-10)*

C. TERMINATION OF COVENANT MEMBERSHIP

1. LETTER OF TRANSFER

A Covenant Member shall, at his or her own request, be granted a letter of transfer to another church by the Clerk. When the Clerk is duly notified of a member's reception into the other church, his or her Covenant Membership in BBC shall cease.

2. REMOVAL

Upon majority vote the Leadership Council may remove from Covenant Membership anyone who:

- a. has joined another church without requesting a letter of transfer;
- b. has made a written request for such removal;
- c. in the judgment of the Leadership Council has not resolved a matter of BBC discipline; or
- d. has not participated in the life of the church for three years and reasonable measures have been taken to contact the member.

D. CHURCH DISCIPLINE

If, in the judgment of the Leadership Council and the Pastoral Staff, a serious condition should arise in which the behavior of a member(s) has become detrimental to the well-being of BBC and/or its congregation, reasonable measures shall be taken by the Leadership Council to resolve the situation. The Leadership Council has the responsibility for matters of church discipline and, in coordination with the Pastoral Staff, shall provide counsel and guidance. Reconciliation and repentance shall be the guidelines that govern the attitude of one individual toward another. *(1 Corinthians 5; Mathew 18:14)*

Failing resolution of the problem, the Leadership Council may vote to terminate the Covenant Membership of the person in question and advise the Clerk of this decision. The Clerk shall then remove that person's name from the Covenant Membership list of BBC.

According to the spirit of *2 Corinthians 2:6-8*, a person removed from Covenant Membership may request restoration of his/her Covenant Membership. Upon evidence of repentance and reformation, the Pastoral Staff may recommend to the Leadership Council that a person be restored to Covenant Membership. The Leadership Council may then vote to restore membership.

ARTICLE II: OFFICERS

The corporate officers of BBC shall be the Clerk, the Treasurer, the Moderator, and the Chairperson of the Leadership Council. Official documents of BBC will require the signature of at least three (3) officers of the corporation.

A. CLERK

The Clerk shall be elected at BBC's Annual Meeting for a term of three (3) years, such term commencing at the conclusion of the Annual Meeting. The Clerk may be reelected for succeeding terms. If the Clerk resigns or is unable to serve, the Leadership Council shall appoint an interim Clerk to fill the position until a successor is elected. The Clerk may designate an assistant with the Leadership Council's approval.

The Clerk, with the assistance of BBC's staff as needed, shall:

1. Maintain an accurate list of Covenant Members of BBC.
2. Keep a record of births, dedications, baptisms, weddings, and deaths.
3. Give legal notice of all meetings of the Covenant Membership of BBC as required by its Constitution and Bylaws.
4. Attend and take minutes of all meetings of the Covenant Membership of BBC.
5. Maintain and process all membership transfers.
6. Count votes at all meetings of the Covenant Membership.
7. Maintain in church files for each Pastor a signed copy of the ABC Covenant and Code of Ethics for Ministers.

B. TREASURER

The Treasurer shall be elected at BBC's Annual Meeting for a term of three (3) years, such term commencing at the conclusion of the Annual Meeting. The Treasurer may

be reelected for succeeding terms. If the Treasurer resigns or is unable to serve, the Leadership Council shall appoint an interim Treasurer to fill the position until a successor is elected.

The Treasurer, with the assistance of BBC's staff as needed, shall:

1. Manage the long-range planning process regarding the finances of BBC and provide long-range financial direction to the Leadership Council.
2. Manage the annual pledging program jointly with the appropriate Pastoral Staff person during the annual stewardship process.
3. Manage the overall annual budget process of BBC: work with the Pastoral Staff in the development, review, and approval of the annual operating budget; work with the Leadership Council and the individual(s) overseeing BBC finances in the development, review, and approval of the annual overall budget; and thereafter present it to the Covenant Membership for review and approval at the Annual Meeting.
4. Appoint an Audit Team or a certified public accountant, with the approval of the Leadership Council, for the purpose of performing periodic audits of BBC's financial operations and accounts including any and all special purpose funds (e.g., the Deacons' Fund). Such audits are to be completed at least once per year.
5. Consider appointing a Finance Team, with the approval of the Leadership Council, for the purpose of advising and assisting with the overall annual budget process of BBC.
6. Support, as needed, the individual(s) overseeing BBC finances in the presentation of periodic reports on the financial condition of BBC to the Leadership Council and at Covenant Membership Meetings, and present a written statement on the financial condition of BBC at the Annual Meeting along with the year-end financial statements as certified by the Auditors.
7. Manage the Operating Fund and Reserve Fund, including recommendations on building up, drawing down, and replenishing these funds.
8. Manage the repository of giver-designated bequest(s).
9. Receive approval of the Leadership Council for all investment decisions involving any accounts that are not insured and review with the Leadership Council at least annually.
10. Consider appointing an Investment Team, with the approval of the Leadership Council, for the purpose of advising on investment strategies.

C. MODERATOR

The Moderator shall be elected for three (3) years, such term commencing at the conclusion of the Annual Meeting. The Moderator may be reelected for

succeeding terms. If the Moderator is unable to serve, the Leadership Council shall appoint an interim Moderator to fill the position until a successor is elected. In the event the Moderator is unable to preside at any meeting, the Chairperson of the Leadership Council shall appoint a Moderator pro tem.

The Moderator shall:

1. Prepare and publish the agenda for all Covenant Membership Meetings.
2. Preside at the Annual Meeting, Special Meetings and Covenant Membership Meetings.
3. Conduct Covenant Membership Meetings in an orderly fashion.

The Moderator shall not have a vote when presiding as Moderator over any meeting of BBC.

D. CHAIRPERSON OF THE LEADERSHIP COUNCIL

The Chairperson of the Leadership Council shall be a BBC corporate officer, and preside over meetings of the Leadership Council. The Chairperson of the Leadership Council shall act in the role of the President of the corporation.

ARTICLE III: LEADERSHIP COUNCIL

A. MEMBERSHIP

The Leadership Council shall be comprised of not less than seven (7) nor more than nine (9) duly elected Covenant Members of BBC and shall constitute the voting members of the Leadership Council. The Lead Pastor and the individual overseeing BBC finances (if not the Lead Pastor) are standing non-voting members of the Leadership Council.

Candidates shall be selected according to spiritual maturity and gifts exhibiting the Fruit of the Spirit (Love, Joy, Peace, Patience, Kindness, Goodness, Faithfulness, Gentleness and Self-Control), passion, skills, and experience that represent the diversity of BBC.

Members of the Leadership Council may not be Core Ministry leaders or team leaders, but may serve as members of such.

The Clerk, Treasurer, Moderator and any employee of BBC other than the Lead Pastor and the individual overseeing BBC finances may not be members of the Leadership Council.

B. TERM AND ELECTION

Members of the Leadership Council may be elected for three (3) years, such term commencing at the conclusion of the Annual Meeting, and may be eligible for an

additional three (3) years. A second three (3)-year term is not automatic. The terms of the members of the Leadership Council shall be staggered so that approximately one third of the membership is elected each year. Leadership Council members may not be reelected for one (1) year after serving a second three (3)-year term.

The Leadership Council, with input from the Pastoral Staff, shall recommend candidates for the Leadership Council. Candidates shall be presented for election at the Annual Meeting of the Covenant Membership.

In the event a member of the Leadership Council must be replaced before the completion of a three (3)-year term, the Leadership Council may fill that position by majority vote for a period ending at the next BBC Annual Meeting, at which time the position shall be filled by the same selection process used to elect a Covenant Member to complete that term. Upon completion of an unexpired term, the replacement Leadership Council member may be presented for election for an initial full three (3)-year term at the next duly constituted meeting of the Covenant Membership.

C. RESPONSIBILITIES

The Leadership Council shall select a Chairperson and Vice Chairperson at its first meeting following the Annual Meeting. The Lead Pastor and the individual who is overseeing the church's financials may not serve as Chairperson or Vice Chairperson of the Leadership Council.

The Leadership Council shall be accountable to the Covenant Membership of BBC.

The Leadership Council shall provide spiritual leadership as follows:

1. Develop and maintain the Vision and Mission of BBC and the direction to attain that Vision;
2. Provide ongoing evaluation of BBC's performance and commitment to its stated Vision and Mission;
3. Establish, approve, and monitor church policy;
4. The Leadership Council shall serve as the Board of Directors of BBC.
5. Consider theological, political, and social issues that may arise and recommend appropriate action;
6. Give final approval of the new budget prior to its presentation at the Annual Meeting for approval by the Covenant Members;
7. Approve, establish, modify, or eliminate Core Ministries, ensuring that these ministries, in consultation with Pastoral staff, are in accordance with BBC's Vision and Mission;
8. Address issues that cannot be resolved at the Pastoral Staff level;

9. Appoint teams as needed to assist the Leadership Council in the management and administration of its responsibilities;
10. Call together as needed the Pastoral Staff, Deacons, BBC church officers, Core Ministry leaders, and other such persons as may be deemed necessary by the Leadership Council to participate in discussions and provide guidance on particular issues of broad focus;
11. Conduct the annual performance review of the Lead Pastor;
12. Appoint a secretary to take minutes of the Leadership Council meetings;
13. Propose candidates for Officers, Leadership Council, Core Ministry leaders, and other such positions deemed appropriate;
14. Oversee BBC staffing to ensure compliance with the BBC Vision Mission and Beliefs and BBC policies and procedures;
15. Vote to approve new members based on the recommendation of the Pastoral Staff; the proposed new member names shall be posted on the BBC bulletin board by the Pastoral Staff two weeks prior to Leadership Council vote;
16. Handle church discipline including, but not limited to, dismissal of Pastors, in accordance with the Constitution and Bylaws of BBC; and
17. Delegate oversight of Core Ministries and Teams among the Pastoral staff in consultation with the Lead Pastor.

ARTICLE IV: CORE MINISTRIES

The Leadership Council shall establish Core Ministries that focus on the five purposes that God has given: centering our lives around God (worship); learning to love God's family (fellowship); cultivating spiritual maturity (discipleship); contributing something back through serving (ministry); and telling others about God's love (missions and evangelism).

Each Core Ministry shall be under the direction and supervision of a Pastor. The Pastor shall present to the Leadership Council a Covenant Member of BBC to be the Core Ministry Leader. The Leadership Council shall present that Covenant Member for election to a one (1)-year renewable term (not to exceed six (6) consecutive years) at the BBC Annual Meeting. In the event a Core Ministry Leader needs to be replaced before the completion of the one (1)-year renewable term, the Leadership Council may fill that position by majority vote for a period ending at the next BBC Annual Meeting.

All Core Ministry Leaders, Pastoral Staff, the Moderator and representatives from the Leadership Council shall meet as a group at least quarterly each year to facilitate communication concerning activities and programs at BBC.

The Pastor and Core Ministry Leader shall select the members of the Core Ministry Team.

ARTICLE V: COVENANT MEMBERSHIP MEETINGS OTHER THAN THOSE PURSUANT TO

ARTICLE VI OF THE BBC CONSTITUTION

The proceedings of any Covenant Membership Meeting of BBC shall be conducted in accordance with the most recent version of Robert's Rules of Order.

A. ANNUAL MEETING

The Annual Meeting of BBC shall be held at such time and date as the Moderator shall determine in consultation with the Lead Pastor. The Moderator and Lead Pastor shall develop the agenda for the Annual Meeting.

B. MEETING FOR THE PURPOSE OF AMENDING THE BYLAWS

If the Moderator receives a proposed amendment to these Bylaws pursuant to Article VIII, the Moderator shall call a meeting for the purpose of amending the Bylaws which may be held concurrently with any other called Covenant Membership meeting, including the Annual Meeting, provided the provisions of Article VIII below are met.

C. SPECIAL MEETINGS

The Moderator and/or Lead Pastor, after consultation with the Leadership Council, may call Special Meetings of the Covenant Membership of BBC. Covenant Members of BBC may request a Special Meeting by written request to the Moderator when signed by five percent (5%) of Covenant Members of BBC in good standing.

D. FINAL AUTHORITY AND ELIGIBILITY TO VOTE

The Covenant Membership of BBC, acting at a duly called and duly constituted meeting thereof, shall be the final authority for governing the affairs of BBC. Covenant Members of BBC are eligible to vote at all meetings of BBC.

All meetings shall be considered to be duly called and constituted provided they meet the requirements of Article VI of the BBC Constitution for meetings for the purpose of amending the Constitution and provided they meet the requirements of these Bylaws for all other meetings.

E. NOTICE OF MEETINGS

For all meetings other than meetings for the purpose of amending the Constitution or Bylaws of BBC, the Moderator shall give notice of the Covenant Membership Meetings and their purpose to the Covenant Membership of BBC by:

1. Announcement in all worship services and all worship service publicity for two (2) weekends preceding the date of the meeting; and

2. Posting on the BBC bulletin boards, website, and any other BBC electronic bulletin board or BBC employed social media for two (2) weeks preceding the date of the meeting.

F. MEETING QUORUM

For all meetings other than those pursuant to Article IV, V, VI, VII, and/or VIII (A) of the BBC Constitution, ten percent (10%) of Covenant Members shall constitute a quorum. For all meetings the Clerk shall determine whether a quorum is present.

G. VIRTUAL MEETING(S)

The Moderator may call a virtual meeting of the Covenant Members if all of the following criteria are met:

1. The Government has declared a State of Emergency;
2. The provisions of that declaration prevent BBC from holding an in-person Covenant Member meeting;
3. The only business that may be conducted at such meeting is to approve or modify the annual BBC budget and/or to call a Pastor and/or to elect officers, Core Ministry leaders, or members of the Leadership Council.

ARTICLE VI: PASTORS

Pastoral positions shall be established by the Leadership Council.

The Lead Pastor shall be the leader of the Pastoral Staff. That individual shall be the spiritual leader of the congregation and shall be responsible for shaping the Vision of BBC. The Lead Pastor shall have oversight responsibility of all other Pastors, prepare performance reviews of the other Pastors, and recommend salary adjustments for review of the Leadership Council. The Lead Pastor shall be an ordained pastor in good standing with the American Baptist Churches USA or have ordination of the pastor recognized by the American Baptist Churches USA.

All BBC Pastors will carry out their duties and responsibilities which will depend on their individual gifts, education, skills, experience, personality, and the needs of BBC. Performance evaluations will be administered at least annually by their supervisor, based on mutually agreed-upon goals.

A. PASTORAL RESPONSIBILITIES

Pastors shall:

1. Provide for the spiritual growth and welfare of the congregation through active preaching and teaching of the Gospel;

2. Be responsible for the performance, supervision, operational leadership, and spiritual guidance to the Core Ministries of BBC; Pastors have final decision-making authority within the Core Ministries they supervise;
3. Support the Leadership Council in ensuring that all ministries and operations are in concert with the Vision, Mission, and Beliefs of BBC;
4. Manage their responsibilities within the strategic plans and expenditure allowances of the annual budget;
5. Be attentive to their personal spiritual lives and health;
6. Perform periodic performance evaluations, at least annually, of BBC employees whom they supervise.

B. CONDITIONS OF EMPLOYMENT

All Pastors shall be Covenant Members of BBC by virtue of their call. They shall be called at a Regular or Special Covenant Membership Meeting of BBC by a two-thirds (2/3) vote of those Covenant Members present and voting.

The presentation of a candidate for Lead Pastor to a meeting of the Covenant Membership shall be made pursuant to Article VII of these Bylaws. The presentation of a pastoral candidate other than Lead Pastor to a meeting of the Covenant Membership shall be made by majority vote of the Leadership Council in consultation with the Lead Pastor, without the need for a Pastoral Search Team. Pastors' calls shall be for an indefinite period of time and are contingent upon satisfactory performance evaluations.

A minimum of sixty (60) days' notice shall be required for a Pastor to terminate employment, unless a shorter notice is mutually agreeable. A written resignation shall be submitted to the Leadership Council.

Any charges against a Pastor shall be submitted in writing to the Leadership Council. If, after due investigation, deliberation, and prayer, the Leadership Council determines that a Pastor errs in doctrine or conduct, the Leadership Council, holding the powers of the Board of Directors of BBC, shall be authorized to take appropriate action, up to and including dismissal.

The Leadership Council, after due deliberation and prayer, by a three-fourths (3/4) vote may take appropriate action, including dismissal, due to unsatisfactory performance of any Pastor, including the Lead Pastor.

All Pastors shall sign and abide by the ABC Covenant and Code of Ethics for Ministers.

ARTICLE VII: PASTORAL SEARCH FOR LEAD PASTOR

The Leadership Council shall form a Pastoral Search Team (Team) for a Lead Pastor consisting of representatives from both the Leadership Council and a cross section of

the Covenant Membership. Leadership Council representation on the Pastoral Search Team will not exceed thirty-three percent (33%). A Pastoral Search Team for a Pastor other than the Lead Pastor is not required.

The Team shall elect a Chairperson and Secretary and shall make timely progress reports to the Leadership Council.

The Team's recommendation for a new Lead Pastor shall constitute a nomination. The Team shall recommend one candidate at a time. The Leadership Council will present the recommendation of the Pastoral Search Team for vote at a duly called meeting of the Covenant Membership of BBC.

ARTICLE VIII: AMENDMENTS TO THESE BYLAWS

A. PROCESS

One or more Covenant Members of BBC may propose an amendment to the Bylaws by using one of the following:

1. PRIMARY

By proposing the amendment to the Leadership Council that holds the usual powers of the Board of Directors of the Corporation as defined in the Bylaws. If approved, with or without modification, by a majority vote of the Leadership Council, such amendment shall be presented for approval at the next duly constituted meeting of BBC for the purpose of amending the Bylaws, provided notice shall have been given to the Covenant Membership of BBC as required in this Article.

2. SECONDARY

If, after consideration by the Leadership Council, a proposed amendment is not approved, with or without modification, and, therefore, is not brought before the Covenant Membership for consideration, at least five percent (5%) of Covenant Members may submit such proposed amendment in writing to the Moderator for inclusion on the agenda at the next duly constituted meeting of BBC for the purpose of amending the Bylaws, provided notice shall have been given to the Covenant Membership of BBC as required in this Article.

B. MEETING FOR THE PURPOSE OF AMENDING THE BYLAWS

If the Moderator receives a proposed amendment to these Bylaws pursuant to this Article, the Moderator shall call a meeting for the purpose of amending the Bylaws to be held following the conclusion of the notice provisions of this Article. Such meeting may be part of any other called meeting of the Covenant Membership, including the BBC Annual Meeting, provided all the requirements of this Article are met.

C. NOTICE FOR MEETINGS FOR THE PURPOSE OF AMENDING THE BYLAWS

The Moderator shall give notice of a meeting for the purpose of amending the Bylaws by:

- Announcement in all worship services and all worship service publicity every weekend for four (4) weeks preceding the date of the meeting; and
- Posting on the BBC bulletin boards, website, and any other BBC electronic bulletin board for four (4) weeks preceding the date of the meeting; and
- All notices shall include instructions on how to receive a copy of the proposed amendment.

D. VOTING REQUIREMENTS

1. The Bylaws of BBC may be amended in whole or in part at a duly called meeting of BBC for the purpose of amending the Bylaws pursuant to this Article.
2. A quorum for such a meeting shall be ten percent (10%) of the Covenant Membership.
3. All Amendments to the Bylaws shall require the affirmative vote of at least two-thirds (2/3) of the total Covenant Members in attendance and voting.

ARTICLE IX: APPLICABLE DOCUMENT

The statements contained in the most recently adopted Articles of the BBC Constitution and Bylaws shall be the determining considerations when questions arise pertaining to the Constitution and Bylaws versus attachments, additions thereto, or other BBC publications.